

# **DOD EMAIL UPDATE**

**NAVFAC/USMC E2E  
PROCUREMENT CONFERENCE 6-8  
NOVEMBER 2007**

**Presented by: Freda Reilly**

# OUTLINE



- **DOD EMALL OVERVIEW**
- **DOD EMALL ADVANTAGES**
- **SAMPLE DOD EMALL ORDER**
- **NAVFAC ATLANTIC DEPLOYED CONTRACTS**
- **QUESTIONS?**

# DOD EMALL OVERVIEW



- **DOD EMALL (EMALL) is an on-line ordering tool maintained by the Defense Logistics Agency (DLA) at [www.emall.dla.mil](http://www.emall.dla.mil)**
- **EMALL is NAVFAC's required ordering method for IDIQ Facility Support Contract (FSC) Services < \$100K**
- **NAVFAC has approximately 200 FSCs posted on EMALL**
- **Common FSCs are Grounds, Janitorial, Refuse Collection, Snow Removal, Environmental Sampling, etc.**
- **Supported Commands & NAVFAC may order pre-priced IDIQ line items using a Government Purchase Card as a method of payment**

# DOD EMAIL ADVANTAGES



- **Facilitates fast and easy direct ordering online at [www.emall.dla.mil](http://www.emall.dla.mil)**
- **Eliminates rotating sources and obtaining quotes**
- **NAVFAC contracts on have been competed or negotiated**
- **NAVFAC Contracting Officer's have determined pricing as "fair and reasonable"**
- **Provides an audit trail for cardholders**
- **Contractor provides cardholder with receipt for each order**

# **DOD EMALL ADVANTAGES**



- **NAVFAC Contracts listed on DOD EMALL by DODAAC**
- **NAVFAC Permission required to obtain access via letter to DLA**
- **Permission granted by local NAVFAC EMALL Coordinators**
- **NAVFAC Contracts contain contract clauses, terms, warranties, local base requirements, and restrictions protecting purchases vs. open market transactions**
- **EMALL encrypted orders ensures secure purchase card transactions**
- **Allow Contractor and Government to update order status**

# SAMPLE DOD EMAIL ORDER



## Text Viewer

-----BEGIN PGP SIGNED MESSAGE-----

### DELIVERY ORDER TO:

NAVFAC Janitorial Template  
1322 Patterson Ave. SE  
Suite 1000  
Washington, D.C., DC  
20374  
USA

### ATTENTION:

703-653-7676 (Voice)  
VENDOR CAGE CODE:

TRANSMITTED ELECTRONICALLY TO siransy@us.ibm.com

### ORDER NUMBER:

DEMO00032905

1

### CUSTOMER SHOPPING

DEMO0000001242

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### NUMBER:

### CUSTOMER:

Department of Defense Activity Code N62742  
Pasion, Steven  
EMAIL Address: steve.pasion@navy.mil  
Voice: (808) 474-6317  
Fax: <Not Provided>  
Department: DoD  
Service/Agency: Navy  
Major Command: Naval Facilities Engineering Command

2

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### PLACE OF PERFORMANCE:

ADDRESS 24  
1234 ANWHERE STREET

3

PEARL HARBOR, HI  
96860  
USA

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### SHIP VIA:

GROUND

### PAYMENT METHOD:

IMPAC 4111 1111 1111 1111  
Expires: 4/2005  
Name as it appears on card: S PASION

4

.

### BILLING ADDRESS:

258 MAKALAPA DR STE 100  
PEARL HARBOR, HI  
968603134  
USA

## **\*\* NOTE: Key Data Elements**

1. Supplier Order Number
2. Orderer Name, Telephone and Email
3. Place of Performance Address and Point of Contact
4. Purchase Card (Credit Card) Number, Expiration Date and Billing Address information

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OK

# SAMPLE EMAIL ORDER - Continued



## Text Viewer

PAYMENT METHOD:  
IMPAC 4111 1111 1111 1111  
Expires: 4/2005  
Name as it appears on card: STEVEN PASION

BILLING ADDRESS:  
258 MAKALAPA DR STE 100  
PEARL HARBOR, HI  
968603134  
USA

SPECIFIC INSTRUCTIONS:  
Complete within 10 working days after receipt of order. Update scheduled and completion dates/times in Order Status.  
Contact Mr. Inspector #1 5555, for access to quarters.

ORDER FOR ITEMS ON CONTRACT:  
SP5200FAC9210

----- BEGIN ITEMS FOR DELIVERY -----

LINE NUMBER: 0001  
QUANTITY: 1000  
UNITS: SF  
DESCRIPTION: Carpet or Rug Shampooing for Family  
PART NUMBER: A1010  
AUX PART NUMBER: A1010  
UNIT PRICE: \$0.10  
INTERNAL REFERENCE: SP52004188019E  
VENDOR REBATE CODE: NONE  
NSN:

LINE NUMBER: 0002  
QUANTITY: 20  
UNITS: EA  
DESCRIPTION: Cleaning Window Blinds  
PART NUMBER: A1007  
AUX PART NUMBER: A1007  
UNIT PRICE: \$3.00  
INTERNAL REFERENCE: SP52004188020E  
VENDOR REBATE CODE: NONE  
NSN:

LINE NUMBER: 0003  
QUANTITY: 200  
UNITS: EA  
DESCRIPTION: Interior Glass Cleaning for Family  
PART NUMBER: A1013  
AUX PART NUMBER: A1013  
UNIT PRICE: \$1.00  
INTERNAL REFERENCE: SP52004188021E  
VENDOR REBATE CODE: NONE  
NSN:

## **\*\* NOTE: Key Data Elements**

5. Instructions, including Period of Performance
6. Contract Number
7. Order Item Details, including Item Description, Unit Cost, Quantity and Contract Line Item Number


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OK

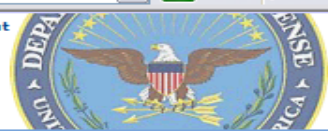
Status Messages - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://emall6.prod.dodonline.net/main/orders/order\\_detail/supplierOrderDetail.do](https://emall6.prod.dodonline.net/main/orders/order_detail/supplierOrderDetail.do) Go Links

 **1st Choice Support for the Warfighter**  
(Federal Buyers Welcome Too!)

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| EMALL Orders | MRA Status |

» Home » Orders » Last Order Search » Purchase Order MOMS00001342696 You are logged in as: **1QL61**

Supplier Order ID	Document Number	Date Entered	Status	Qty	Event Date	Comments	Reporter
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Order Status: Backordered

**\*\* NOTE: When a client signifies acceptance of an order, via Material Receipt Acknowledgement (MRA), a new order status of "Received" will be listed. Once the full quantity has been satisfactorily completed, the Contractor can charge the Government Purchase card through their own financial institution.**

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Version 6.1.2

Done Internet



# DOD EMALL ISSUES



- **NAVFAC and Supported Commands continue to have GPC issues**
- **NAVSUPINST 4200.99, Page 1.2, Subparagraph (2)(g) authorizes use of DOD EMALL:**
  - “(2) The purchase card may be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold for the following categories.....**
    - (g) Placing delivery and task orders (e.g. DOD EMALL) against**
      - competed Indefinite Delivery, Indefinite Quantity (IDIQ)**
      - contracts for orders valued at \$100,000 and below.”**

# NAVFAC DOD EMAIL SALES FOR FY04-07



<b>NAVFAC DOD EMAIL Sales by Fiscal Year</b>	<b>Number of Orders</b>	<b>Total Sales</b>
<b>FY04</b>	<b>1446</b>	<b>\$ 686,679.30</b>
<b>FY05</b>	<b>7320</b>	<b>\$ 5,277,627.00</b>
<b>FY06</b>	<b>9536</b>	<b>\$ 10,771,889.96</b>
<b>FY07</b>	<b>9650</b>	<b>\$ 15,895,286.11</b>

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# Questions?